

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **April 19, 2012** at **6:00 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: TERRY WATERMOLEN, CARLA BUBOLTZ, DON CARMICHAEL, PAUL KEGEL, KATHY PLETCHER, VICKY VAN VONDEREN, and CHRISTOPHER WAGNER

EXCUSED: CHRIS FROELICH, JOHN HICKEY

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman and Curt Beyler (staff); and Dan Robinson and Tom Sieber (Brown County Board Supervisors)

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVE/MODIFY AGENDA

There were no modifications to the agenda. Motion by Kegel, seconded by Pletcher, to approve the agenda. Motion carried.

MINUTES, BILLS AND COMMUNICATIONS

There was discussion to clarify language in the March minutes. Motion by Pletcher, seconded by Kegel, to approve the amended minutes. Motion carried.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

Communications: A letter was received from W. Janczakowski, M.D, complimenting the Weyers-Hilliard Branch staff for their professionalism and attitude – particularly Becky Phillips; and a second letter from P. Brunette complimenting the service of the Local History Department and knowledge of Mary Jane Herber.

OPEN FORUM FOR THE PUBLIC

Two newly elected county supervisors joined the meeting to introduce themselves to the Library Board and say a few words. County Supervisor Tom Sieber looks forward to working with the Board and appreciates the work they have done - especially the project leadership in regards to the Central Library renovation. County Supervisor Dan Robinson echoed Tom's remarks. He is no stranger to the library as his wife formerly worked at the Kress Family Branch. K. Pletcher will follow up with them and share renovation information in order to bring them up to speed with project L. Stainbrook mentioned that congratulatory letters were sent to the County Board Supervisors. The letters included the number of their constituents who have library cards. She passed around the packet of contents that were included in the mailing. K. Pletcher continued that once the bonding dollars are received in June, the Task Force will be forming an oversight committee and will invite supervisors to serve on either this committee or a sub-committee. C. Wagner commented that facts and data overwhelmingly proved the need for \$1.5M vs. \$1M in bonding to carry out the engineering schematics.

INFORMATION SERVICES REPORT ON SERVICES RECEIVED

L. Stainbrook was previously briefed by K. Raye since he could not attend the meeting. Lynn feels there is a sense of better teamwork in I.S. and that has proved productive. T. Watermolen reminded of how far the relationship with I.S. has come.

C. Wagner asked if the library breaks even on printing. The print management system has improved revenue and reduced waste. Patrons get what they want and must have the value on their account to pay.

The text messaging option made available as a result of an OWLS (Outagamie-Waupaca Library System) grant in which NFLS is a recipient will not be implemented. While it fills a gap for holds/overdue notification for OWLS libraries, BCL does not have this gap because of the automated phone messaging already in place. Another concern related to this option was the associated costs for patrons (data package). UWGB does not utilize text messaging for notification nor does the Wrightstown School District.

I.S. is aware that the library's web site will eventually migrate to a new non-county server and has no problem with the library not being hosted by them.

L. Stainbrook spoke about the Employee Technology Competencies survey that was completed by staff. Designed by I.T. Librarian Eric Genrich and the Tech Team, the survey presented an array of results. The Tech Team is talking about training and a variety of ways to address the technology needs of the staff based on the survey results. The survey was anonymous, except to Eric, and voluntary. Staff is willing to be mentors and they will be matched with those who need help. In some cases, classes can be conducted using screen sharing which will let staff 'attend' from their location. Somewhere down the road the survey will be repeated as a means to monitor progress. It was asked if these competencies will become part of employee evaluations. L. Stainbrook feels that

staff can't be evaluated on something they haven't been trained on but improving and increasing technology knowledge can become part of their annual goals.

Tom Sieber left the meeting at 6:30 p.m.

FACILITIES REPORT

a. Report of Central Library Renovation Task Force

K. Pletcher reported that not too much activity has taken place since the County Board meeting. She did follow up with the County Executive to discuss what he had put forward at the County Board meeting. In summary, it was a good conversation and it was agreed to continue to work together.

K. Pletcher, J. Hickey, also met with Jeff Mirkes and Molly Vandervest from Downtown Green Bay, Inc. on the project's public relations piece. S. Lagerman also attended.

To continue to provide information, the Task Force would like to present to the city council and plans to meet with all the new county board supervisors. There has been quite a bit of interest thus far from supervisors who are interested in serving on task force committees. Participation is important for feedback. Other action will include reporting regularly to the Ed & Rec Committee; the Executive Committee and even more often to the County Board.

b. Approve Central Library Renovation Design and Consulting Services Proposal from Boldt

T. Watermolen gave a synopsis of the processes that have been completed from the Space Needs Analysis to the Architectural and Engineering Design to address the needs of the library for the sake of updating Supervisor Robinson. K. Pletcher prefaced the proposal at hand: a RFP was issued in 2010 for pre-design services and was awarded to Boldt, Somerville and Frye, Gillan, and Molanaro. Target Engineering conducted by Boldt and Somerville would target areas where costs could be reduced. The RFP included the directive to reduce costs while maintaining critical design pieces. This consulting services proposal is the result of that request. The bidding process will produce actual costs. A capital plan would reduce bonding cost, offer naming rights, solicit donations, and seek partnerships such as one with the City of Green Bay. Money to fund the carrying out of this proposal will be available in June. Upon approval, Boldt will create a contract, which has to be approved by County Purchasing; and could then be approved by the Library Board in May and be ready to go in June. The County Board will receive the bonding schedule in May. T. Watermolen noted that during the target value phase, there will be multiple opportunities for participation, feedback and decision-making by the community and the County Board. Interaction is important. When the construction time comes, and after target value design, there will be additional engineering costs since the plan will have changed. Boldt will not bid on any other parts of the construction project as to avoid conflict of interest. This piece was not bid because it was part of the pre-design services contract. Boldt will act as the construction manager. **Motion** by Wagner, seconded by Bublotz, to approve the Central Library Renovation Design and Consulting Services Proposal from Boldt. **Motion carried.**

Dan Robinson left the meeting at 7:00 p.m.

c. Central Library Elevator Update

An update will not be available until the design and consulting services contract is complete.

d. Other Activity

C. Beyler reported on the small fire in the shed at the Weyers-Hilliard Branch Library which houses the riding mower and other maintenance equipment. The explosion-proof shed is attached to the building but does not pose any real threats to the rest of the building because it is constructed with firewalls and only opens to the outside. It is believed the fire ignited at the battery and/or near the battery wire harness. The fire department responded quickly and minimal damage was done to the shed door in the effort to access the fire. There was quite a bit of smoke as a result of the sprinklers being activated. Staff responded also well – alerting the authorities and calmly evacuating the building. Some water reached the interior of the library but no library materials were lost. Other damages/losses, in addition to the mower were some easily replaceable low voltage wires, and the door. Maintenance staff extracted the water from and cleaned the carpet. An ozone machine was used to reduce odors. The library does not own any other mowers like this one. Some machines have a battery disconnect which aid in preventing this type of fire. The mower is 12 years old and damage, including labor involved in the clean-up totals approximately \$6,200. The county-budgeted deductible will cover the cost of a new, professional mower.

All libraries participated in a county-wide tornado drill. Branches did not report any problems. The Central Library was evacuated in three minutes. All locations also have an emergency kit and are equipped with weather radios.

The Central Library's air handler had a blown bearing which would cost a few thousand dollars to fix. Upon investigation, staff determined that the wrong bearing had been installed so modifications were made to repair it.

The Central Library had a new P.A. System installed to replace the original 40-year old, record-playing unit. C. Beyler, S. Lagerman, A. Padi (County I.S.), and Camera Corner Connecting Point worked together on this project.

ACCOUNTANT'S REPORT

a. **Financial Report** L. Denault presented the January and February, 2012 financials. **Motion** by Kegel, seconded by Buboltz, to approve the January and February 2012 financial reports. **Motion carried.**

b. **Acceptance of Gifts, Grants and Donations** **Motion** by Wagner, seconded by Carmichael, to approve the January and February, 2012 Gifts, Grants and Donation reports as follows:

January, 2012

Gifts & Donations

01/26/12	Miriam Erickson/June Ehrbar-In Memory of Ernie Ehrbar	50.00	Adult Non-Fiction Materials
	Total Donations	\$ 50.00	

Federal & State Grants

1/31/2012	Nicolet Federated Library System	\$ 230.00	Continuing Education
	Total Grants	\$ 230.00	

February, 2012

Gifts & Donations

02/01/12	Friends of the Brown County Library	1,399.95	Cen Octagonal Display Unit
02/01/12	Friends of the Brown County Library	784.67	East Projector & Screen
02/01/12	Friends of the Brown County Library	409.30	Every Child Can Read Kit
02/01/12	Friends of the Brown County Library	262.59	East Program Supplies
02/22/12	Friends of the Brown County Library	2,162.00	Cen Laptop Storage Unit
02/22/12	Friends of the Brown County Library	380.00	Every Child Can Read Kit
			Cen Octagonal Display Unit
02/22/12	Friends of the Brown County Library	1,399.95	Unit
02/22/12	Green Bay Packers Foundation	5,000.00	Summer Reading Prog.
02/22/12	Branch Buddies of the Brown County Library	84.01	WH Solar Chart
02/22/12	Branch Buddies of the Brown County Library	200.00	Kress Performers
02/22/12	Branch Buddies of the Brown County Library	22.89	Kress Program Books
02/29/12	Friends of the Brown County Library	(1,399.95)	Return Duplicate Donation
02/01/12	Ashwaubenon	145.44	Donation Box
02/01/12	Bookmobile	8.60	Donation Box
02/01/12	East	27.73	Donation Box
02/01/12	Weyers/Hilliard	20.64	Donation Box
02/01/12	Central Circulation	76.53	Donation Box
02/01/12	Kress	24.26	Donation Box
02/01/12	Pulaski	9.44	Donation Box
02/01/12	Southwest	14.50	Donation Box
02/01/12	Wrightstown	23.85	Donation Box
	Total Donations	\$ 11,056.40	

Federal & State Grants

2/29/2012	Nicolet Federated Library System	\$ 324.00	Continuing Education
2/29/2012	Nicolet Federated Library System	2,350.32	Collection Development
	Total Grants	\$ 2,674.32	

Motion carried.

APPROVE BUDGET ADJUSTMENT TO TRANSFER FUNDS FROM SUPPLIES AND EXPENSE TO PROFESSIONAL SERVICES When donations are budgeted, they are budgeted for supplies and then reclassified when used. **Motion** by Pletcher, seconded by Buboltz, to approve the budget adjustment to transfer \$12,000 from Supplies and Expense to Professional Services for

the donation by the Friends of the Brown County Library for the redesign and layout of the service desks at the Ashwaubenon and Weyers-Hilliard Branches. **Motion carried.**

RFID UPDATE

Central staff and volunteers continue tagging. All new items are being tagged and returned items are being tagged as time allows.

The Southwest Branch's self-check is accounting for about 60% of total checkouts. The branch is having sporadic issues with the RFID equipment but several solutions are being experimented with to find resolve.

REPORT OF WORK RULES COMMITTEE

Job descriptions and the overall performance plan is being worked on and are still in draft form. This week the committee met for three hours to work on revising job descriptions. L. Hoffman is providing a one day training to branch supervisors on conducting performance evaluations. She will catch up branch managers, S. Lagerman and C. Beyler next week.

It is customary that the Library Board should evaluate the Library Director but the County Executive has indicated that he'd be evaluating department heads. K. Pletcher recommends using the state's trustee manual as the standard to evaluate L. Stainbrook as well as other tools that are available. A personnel sub-committee was suggested to carry out this task. C. Buboltz and K. Pletcher will serve on the committee.

C. Buboltz noted that the target is as important as the review and V. VanVonderen suggested asking what's frustrating about the job or what prevents a goal from being reached. Training will include role playing. L. Stainbrook commented that the Work Rules committee has been a great conduit between staff. Culture shifts aren't easy and they take time – but they can happen.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update

L. Stainbrook reported that NFLS worked on rewriting the Expense Reimbursement for Travel policy; there was some discussion about the Menominee Tribal director who is out of compliance (100 hours of continuing education over 5 years is required) and the system has taken some action by cutting book delivery and grant dollars.

APPROVE LATE OPENING ON FRIDAY, OCTOBER 5, 2012 FOR PURPOSE OF ALL-STAFF MEETING

Motion by Buboltz, seconded by Kegel, to approve late opening on Friday, October 5, 2012 for the purpose of an all-staff meeting. All libraries will open at 3:00 p.m. **Motion carried.** The guest speaker for the meeting is Carolyn Davidson Brewer, Executive Director of the North Texas Regional Library System. Her presentation, "Help! I'm a Librarian – Not a Social Worker!" will offer best practices for staff in dealing with a variety of people and personalities.

PRESIDENT'S REPORT

T. Watermolen pointed out the work of administrative staff. He complimented the amazing work they do on a regular basis. He also commented how fortunate the Board was to have had Vicky Van Vonderen appointed and hopes she maintains a presence with the Library Board when her seat is reappointed.

DIRECTOR'S REPORT

L. Stainbrook echoed the President's comments. Lynn attended the County Department Head meeting this morning. The County Executive called on department heads by name and complimented that person on some accomplishment. He stated that Lynn 'challenges him' and this comment was met with laughter. He thought the library was stronger because of her. A lesson Lynn has learned is to surround yourself with talented people – and that is what she has in the library's administrative staff.

Blu Rays, one of the library's fairly new collections along with the DVD and music CD collections have been objects of theft. An inventory revealed that 486 Blu Ray titles are missing. Multiple copies had gone missing and this determination prompted visits to resale stores by Collection Development Manager D. Cropper who was able to identify library-owned discs that had their labels removed. The markings clearly indicated library property. The Sheriff's Department was contacted and a detective-led investigation ensued. A person was identified and when confronted, confessed to removing items since October. Prosecution will be pursued. Some items have been returned and the library can expect to see more titles recovered. This prompted a discussion about the security gates. One security gate had not been working but that has been fixed. Regular inspections are planned – both by the vendor and staff. Other initiatives are planned to reduce the vulnerability of library materials and reduce the odds of theft.

L. Stainbrook will serve on Mayor Schmitt's Education Initiative Committee.

A Collection Development update informed that M (mature)-rated video games are being purchased for the collection. They will only check out to patrons 18 years of age or older.

The County Executive mentioned his initiatives and asked for submission of projects that improve productivity. RFID at the Kress Family or Weyers-Hilliard Branch Libraries (or both) would meet the criteria.

A clarification was made to the Director's report in reference to the "No" log kept by employees at the Durham County, N.C. library as part of their strategic planning. This log is intended to track what staff say no to. Analysis of the log resulted in the recommendation of policy and procedure changes. Bus tours taken by staff, board members, Friends members and others has been a great way to gather ideas of what the public library should and could be.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by Kegel, seconded by Carmichael, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:30 p.m.

NEXT REGULAR MEETING

May 17, 2012

Kress Family Branch Library

333 N. Broadway, De Pere

6:00 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary
Sue Lagerman, Recording Secretary